

[3 TERMS.

SECOND SIZE.

80 SCHOLARS THREE TERMS, OR 120 SCHOLARS TWO TERMS.

SCHOOL REGISTER.

A supply of School Registers for the year, together with the Annual Report of the Board, and of its Secretary, and the Blank Form of Returns, is forwarded annually to the Town Clerk for the School Committee, as soon as practicable after the first of January. If the supply of Registers is not received by the Town Clerk, or is insufficient for the year, the School Committee are to apply to the Secretary of the Board, State House, Boston, stating the number and size of the Registers wanted.

"The several school teachers shall faithfully keep the Registers furnished to them, and make due return thereof to the School Committee, or such person as they may designate, and no teacher shall be entitled to receive payment for services until the Register, properly filled up and completed, shall be returned." — *Public Statutes, Chap. 46, Sect. 15.*

"Neither the School Committee nor the Town have power to dispense with the proper keeping of a School Register, or to waive the performance of the duty imposed by law on the teacher." — *Chief Justice Bigelow, 2 Allen, page 593.*

SCHOOL REGISTER.

DIRECTIONS FOR THE TEACHER.

Names of School Committee for the year 1894-2

Rev. D. E. Adame

Mr. E. F. Collins

Mr. Staldo B. Fay

Length of School in months (4 weeks, or 20 days, making a month), *

Wages of Teacher per month, †

Whole number of pupils,

Number of pupils under five years of age,

Number of pupils over fifteen years of age,

Number of pupils between eight and fourteen years of age,

	1st Month.	2d Month.	3d Month.	4th Month.	5th Month.	6th Month.	7th Month.	8th Month.	9th Month.	10th Month.
Average membership,	27.23	29.32	25.82	25.75	26	26	27.25	28	26	
Average attendance, ‡	24.68	24.59	21.6	23.975	23.175	19.3	20.9	19	19.1	

List of Books prescribed by the School Committee : —

* Give the time the school has actually been in session, exclusive of vacations, but including legal holidays, and state the amount in months and days. The legal holidays are: Washington's Birthday, Fast Day, Fourth of July, Decoration, Thanksgiving and Christmas Days.

† When teachers provide their own board, no notice is to be taken of it in giving the wages per month; but when it is furnished by individuals, its value is to be added to the wages; that is, include in the answer all received as compensation for services, whether money or board, estimating the value of the board in money.

‡ The average attendance is to be found according to the rule given in the "Directions to the Teacher," No. 5, on next page. Teachers are desired to be accurate in the record of attendance.

DIRECTIONS FOR THE TEACHER.

1. If a pupil is absent at the opening of the school in the morning put a perpendicular line (thus, I) in the upper part of the check for that day. All absence should be recorded and counted without regard to excuses. If he is present afterwards during the morning session, make a horizontal line across the top of the perpendicular (thus, T). The perpendicular line will indicate absence; the perpendicular and the horizontal lines united will indicate tardiness. Observe the same method for the afternoon session in the lower part of the check for the day. A record of the absence and tardiness should be carefully kept for each half day in all schools having two daily sessions.

2. In the column of "Deportment," if the pupil's general moral deportment, observance of the rules of the school and diligence in study, be ordinary, insert a zero (thus, 0); if below mediocrity, insert the sign *minus* (thus, —); if above mediocrity, insert the sign *plus* (thus, +).

3. Every pupil shall be considered "a member of the school" from the time of his first entrance to the day of his last attendance for the term. If, however, a pupil withdraws from the school, with no purpose of re-entering during the term, and gives notice of the same, but subsequently re-enters the school, he shall not be considered a member during such absence.

4. The average membership of a school for any given month is the same as the membership for that month, if none leave or join the school during the month; in other cases the average is found by adding to the number of those who have been members for the entire month, one for every twenty days of membership of all others.

5. The average attendance is found by deducting from the average membership, one for every twenty days of absence.

6. Schools which have Record Books or Registers of their own can use them instead of this, provided they include all the items required.

ENROLLMENT SHEET.

Teachers will enroll upon the next page of this sheet all the pupils in their respective schools at the beginning of the enrollment year; also, any who enter their schools who have not been enrolled elsewhere in the Town within the same year. Those who have been enrolled in any other school in the Town within the year are not to be re-enrolled upon the next page. The design is to have no pupil counted twice in the same year.

West

March 30, 1891.

Pupils No.	NAMES.	Age.	Pupils No.	NAMES.	Age.
1	Angier, Grace	6			
2	Bellows, Anna V.	8			
3	Berry, Florence	11			
4	Boyce, Sarah	9			
5	Bruce, Jessie	11			
6	Byard, Eva	11			
7	Cowern, Matilda	6			
8	Fay, Ella	12			
9	Johnson, Hattie	11			
10	Mallay, Angie	11			
11	Mallay, Kate	10			
12	Metcalf, Cora	8			
13	O'Connell, Mary	11			
14	Leary, Ella	7			
15	Waldron, Hattie	9			
16	Waldron, Vida	14			
17	Libby, Mattie	8			
17	Angier, Frank	12			
18	Baker, Arthur	10			
19	Bellows, Edward	6			
20	Bellows, Grace E.	12			
21	Bemis, Lambert	8			
22	Boyce, George	7			
23	Cowern, Frederick	11			
24	Cowern, Thomas	9			
25	Metcalf, Stanley	11			
26	O'Connell, David	7			
27	O'Connell, James	7			
28	O'Connell, William	8			
29	Leary, Joseph	5			
30	Stratton, Frank	6			
31	Stratton, Walter	10			
32	Libby, Harry H.	12			
33	Cowern, Herbert E.	13			

DAYS WHEN VISITED BY COMMITTEES AND OTHERS,

AND

REMARKS ON THE STATE OF THE SCHOOL, &c.

Mr. J. L. Thompson,	March 30.	Mr. H. S. Bullen	Sept. 2
Mrs. J. L. Marshall,	" 31.	"	" 10
Miss A. L. Marshall,	" 31.	Rev. D. E. Adams	" 18
Mrs. C. L. Johnson,	April 1.	Mr. H. S. Bullen	" 29
Miss Edith E. Johnson,	" 1.	Mrs. Johnson	Oct. 21
Miss Sarah E. Rice,	" 1.	Miss Hattie Hennison	" 26
Mr. W. T. Fay,	" 7.	Rev. D. E. Adams	
Mrs. Addison Johnson,	" 10.	Mr. H. S. Bullen	Nov. 3
Miss Whitcomb	" "	Mrs. Johnson	Oct. 28
Mr. J. L. Thompson,	" 14.	Mrs. Berry	" 28
Mr. Joseph Boyce,	" 15.	Mr. H. S. Bullen	Nov. 18
Mrs. Addison Johnson,	" 15.		Dec. 9
Mrs. Berry,	" 15.	Miss Sherman	" 14
Mr. W. T. Fay,	May 14.	Mr. H. S. Bullen	Jan. 26
Rev. D. E. Adams,	" "	Mrs. Johnson	" 20
Mr. J. L. Thompson,	" 8.	Mr. H. S. Bullen	Feb. 5
Mrs. J. L. Thompson,	" 19.	Rev. D. E. Adams	Feb. 17
Miss Finley,	" 21.	Mr. E. F. Collins	" 24
Mr. E. F. Collins,		Mr. H. S. Bullen	Mar. 4.
Mrs. E. J. Blackwell,	June 5.		
Mr. J. L. Thompson,	" 11.		
Mrs. Addison Johnson,	" 19.		
Mr. G. L. Johnson,	" "		
Mrs. Berry,	" "		
Mrs. Cowern,	" "		
Mrs. Hayden,	" "		
Mrs. Baker,	" "		
Miss Effie Metcalf,	" "		
Master James O'Leary,	" "		
Master James Johnson,	" "		

West

School, for the Term commencing

March 30, 1891, and ending June 19, 1891, taught by Annie J. Blackwell.

[illegible]

RECORD OF ATTENDANCE in the

West

School, for the Term commencing

Aug 31, 1891, and ending Nov. 20, 1891, taught by Mary L. Russell.

Scholar's Number.	Names of Scholars.	AGE.																															
		Yrs.	Monday.	Tuesday.	Wednesday.	Thursday.	Friday.	Saturday.	Monday.	Tuesday.	Wednesday.	Thursday.	Friday.	Saturday.	Monday.	Tuesday.	Wednesday.	Thursday.	Friday.	Saturday.	Monday.	Tuesday.	Wednesday.	Thursday.	Friday.	Saturday.	Monday.	Tuesday.	Wednesday.	Thursday.	Friday.	Saturday.	
1	Angier, Grace H.	7																															
2	Bellows, Anna	9																															
3	Berry, Florence	11																															
4	Byard, Eva, A.	11																															
5	Covern, Matilda	6																															
6	Fry, Ella S.	13																															
7	Johnson, Hattie M.	12																															
8	Libby, Mattie,	8																															
9	Mallay, Annie,	11																															
10	Kittie	10																															
11	Mitcalf, Cora B.	9																															
12	O'Connell, Mary,	12																															
13	O'Leary, Ella M.,	8																															
14	Angier, Frank W.,	12																															
15	Baker, Arthur,	11																															
16	Bellows, Edward C.	6																															
17	Bellows, Horace E.,	12																															
18	Bernie, Lambert E.,	8																															
19	Covern, Frederick,	11																															
20	Covern, Thomas,	10																															
21	O'Connell, Willie	9																															
22	O'Connell, David F.	7																															
23	O'Connell, James J.,	7																															
24	O'Leary, Joseph A.,	6																															
25	Stratton, Walter	10																															
26	Stratton, Frank H.,	7																															
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	Monday.	Tuesday.	Wednesday.	Thursday.	Friday.	Saturday.	Monday.	Tuesday.	Wednesday.	Thursday.	Friday.	Saturday.	Monday.	Tuesday.	Wednesday.	Thursday.	Friday.	Saturday.	Monday.	Tuesday.	Wednesday.	Thursday.	Friday.	Saturday.	Monday.	Tuesday.	Wednesday.	Thursday.	Friday.	Saturday.	Monday.	Tuesday.	Wednesday.	Thursday.	Friday.	Saturday.	No. of days' attendance.	No. of times tardy.	Department.
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RECORD OF ATTENDANCE in the

School, for the Term commencing

[illegible]

18, and ending

18 , taught by

[illegible]

[illegible][illegible]

DAYS WHEN VISITED BY COMMITTEES AND OTHERS,

AND

REMARKS ON THE STATE OF THE SCHOOL, &c.

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The School Registers furnished by the State are of the following Sizes:—

TWO TERMS.

FIRST SIZE,—40 Scholars Two Terms, or 80 Scholars One Term.

SECOND SIZE,—80 Scholars Two Terms, or 40 Scholars Four Terms.

THIRD SIZE,—120 Scholars Two Terms, or 80 Scholars Three Terms.

THREE TERMS.

FIRST SIZE,—40 Scholars Three Terms, or 120 Scholars One Term.

SECOND SIZE,—80 Scholars Three Terms, or 120 Scholars Two Terms.

THIRD SIZE,—120 Scholars Three Terms, or 80 Scholars Four Terms.